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Alabama

Dept. of Educ.

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Bulletin No. 30.

DEPARTMENT OF EDUCATION
ALABAMA

1914

ELEMENTARY EXAMINATION

IN RESPONSE to many inquiries regarding the Seventh Grade Elementary Examination, it has been thought best to issue this Bulletin, which may be made to apply, so far as possible, to all counties.

In addition, the attention of those interested is respectfully called to Pages 5 and 6 of Bulletin B of this Department, for further information, and to Pages 7 and 8 of the same Bulletin for information regarding the County Commencement.

The plan for the examination, in brief, is this:

First, the examination must be authorized by the County Board of Education.

The County Superintendent will be an ex officio member of the examining committee. This committee should contain about five other members. In counties where there is a County High School, it might be well to make the principal of this high school chairman of the examining committee.

Pupils should be examined in at least six subjects, viz.:

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Arithmetic	History
Language	Physiology
Geography	Spelling

The work of compiling the questions should be divided among the members of the committee. Enough copies of these questions should be furnished the County Superintendent that he may send complete sets to each point where the examination is to be held. It has been thought best to hold the examination in from six to twelve points in each county. These points should be so distributed that there is one within easy driving distance of any pupil in the county.

The examination should be conducted by teachers holding first grade certificates, and, as a rule, who are principals of High Schools or who, at least, are doing seventh grade or higher work in their respective schools. While this examination is being conducted, all other pupils in the same room should be dismissed.

It is thought best that the examination be crowded into one day, and, of course, that all schools in a county hold the examination on the same day. It might even relieve those who conduct the examination of embarrassment, to have it understood that the question envelope will not be opened until the pupils are in their seats and it is time for the examination to begin.

After the examination has been concluded, all papers should be folded together and returned at once to the County Superintendent, who will distribute the papers among the members of the examining committee, giving to each the subjects upon which he had prepared the questions.

It will probably be best to have not more than ten questions on each subject.

It may be noted that some counties examine also in Agriculture, and even in Civil Government. If it is desired to examine in Writing, this subject may be judged from the History paper.

The best time for holding this examination is about one month before the closing of the County High School, or the leading secondary educational institution within the county. This date may be after the closing of many of the country schools, but if the examination is well advertised in the county papers, at the institute, and other teachers' meetings, or by circular letter to the teachers before the close of these schools, it will be possible for the pupils all to have a fair understanding of the plan of the examination, and continue their preparation for it. It is, therefore, earnestly requested, that all concerned shall be made acquainted with the plan as soon as possible, and, of course, it is expected that teachers will cooperate with the County Superintendent and

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the Examining Committee in acquainting the pupils with the plan.

It may be that some counties which allow summer terms may prefer to have this examination at the close of the summer term. As a rule, however, the summer term is not attended by seventh grade pupils, and the holding of this examination at that time will tend to encourage the holding of summer terms. We believe that the consensus of opinion is that these summer terms should be discouraged, and therefore, unless conditions are very peculiar, it will probably be best not to defer this examination.

There would be no objections to city and town districts giving their pupils the same examination. However, should the time of the examination be too early in the session, it might be better for the County High School Principal and Superintendent to authorize a second examination at the close of the city and town schools.

COUNTY COMMENCEMENT.

As an additional incentive, some counties have found it advisable to hold a county commencement, at which time those who pass the examination mentioned above may be awarded their certificates or diplomas. These certificates, when presented at the County High School or any other secondary educational in-

stitution co-operating, make it unnecessary for the pupil to take any further examination for entrance. In other words, these diplomas admit to the high school.

Blank forms of these certificates or diplomas may be obtaied from the Marshall & Bruce Company, Nashville, Tenn., at five cents each. In ordering, be sure to ask for the Elementary and not the High School form.

STATUS OF THIS PLAN.

Ten counties held this examination during the session ending in 1912. One county issued three hundred and seventy certificates; the lowest number issued in any county was sixteen. The total number of certificates granted was one thousand and forty.

In DeKalb County, this plan has been employed for three years. The first year, twenty-four pupils received certificates; the next year, ninety-two; and, the third year, one hundred fifty-six.

Six of these counties held county commencements; the others simply allowed the certificates to be presented at the local schools.

TESTIMONIALS.

It may be of interest to some, to know what is thought of this plan by those who have tried it. In a letter received by the Department from J. Valdor Curtis, County Superin-

tendent of Education of DeKalb County, he speaks as follows:

"The pupils of my county are enthusiastic over the Rural School Examination. Each of those who passed and whose names appeared in the paper the other day, are now sending in to the office for their diplomas. Their parents, as well, are also very much interested in this examination. Numbers of the parents of this county have said to me that they felt that it was one of the best movements ever introduced into the schools of DeKalb County.

I will say that I feel that it is the KEY TO THE SOLUTION OF THE PROBLEM OF GRADING RURAL SCHOOLS. I feel that we should have a law in Alabama that would require every school in the State to hold this examination each year, and that the same law should provide for the election or appointment of a competent Board of Examiners, the chairman of which should be the Principal of the County High School, or the Principal of some High School, and that a sufficient sum be set apart out of the funds in the State Treasury to pay this Board for its work."

The following is taken from a letter of Supt. M. T. Linder, of Talladega County:

"Sometime ago I had different teachers to prepare questions on the different branches. I will prepare a single set from these. No teacher will know what questions will be given on any one subject.

We are going to forward these questions to the teachers just before the examination, in sealed packages, not to be opened until the morning of the examination, with the best instructions we can give to safeguard and guarantee as far as possible, a fair examination.

I will say further that I have given instruc-

tions to teachers to allow pupils from adjacent schools that may have closed to take the examination."

In another letter, Supt. Linder says that the examination has awakened great interest in his county and he really feels that it is increasing the attendance, and inspiring many pupils to remain in school who, otherwise, would quit school about the fifth grade.

Mr. J. N. Word, Superintendent of Education of Randolph County, has the following to say:

"I had elementary examinations held in twenty-two places in the county on May 11th. Seventy-seven applied; sixty-two were granted Diplomas. Had commencement for those who received certificates one day of the High School commencement at Wedowee, on May 29th. Most of them attended, and a great many others. They were addressed by Col. Jas. Hinds of LaFayette. The people were delighted. The pupils were very enthusiastic and very appreciative. I am well pleased with the results. I consider this one of the greatest moves, educationally, that has been introduced in the public schools."

We give below, quotations from a letter from Supt. I. W. McAdory, who is well known as one of the most progressive and experienced county superitendents in the State:

"Nothing else that we have done has so aroused our people to a proper knowledge of our school system. Up to the time we began it, there was no end to the pupil's attendance at the common school. Now the boy or girl passes out of this

school and must seek one of higher grade. In almost all the districts a few finish the seventh grade and want to go higher. Since teachers in a one-teacher school cannot teach more than seven grades, the parents are troubled to know how their children can go higher. We have tried to provide four-teacher schools enough in different parts of the county in easy reach of these young people."

"In holding this elementary examination, for two years we had the papers all brought to the office and we had a committee to grade them. This we tried to do in one day—the Saturday before the close of the schools—so that the certificates could be given out on the last day of the schools. This year we let each principal grade the papers and furnish me with names of those who passed, and I issued the certificates. I don't like this plan much. To have them meet at some place and write the examination on the same day would be much more satisfactory, and have the papers graded by a committee selected by the County Board."

"Commencement Day for all that pass, at some central place, would be a profitable way to award the certificates, if all parents were able and willing to dress their children and let them come to the central place. People may be so educated that in a very few years the best plan can be carried out."

"I feel that much good has been done by thus stimulating and encouraging our young men and women to finish some things, and to inspire them to go higher, as well as to arouse the fathers and mothers to a better appreciation of our public school system, and to desire higher and better things for their children."

HENRY J. WILLINGHAM,
Superintendent of Education.

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Bulletin No. 31

INFORMATION RELATING TO THE ADOPTION OF TEXT BOOKS FOR ALABAMA

Contract Effective September 1, 1913

Issued by

THE DEPARTMENT OF EDUCATION

BROWN PRINTING CO. MONTGOMERY.

TEXT-BOOK COMMISSION OF ALABAMA.

Governor Emmet O'Neal, Chairman_____
_____Montgomery, Ala.
Supt. Henry J. Willingham, Secretary_____
_____Montgomery, Ala.
Prof. J. W. Watson_____Jackson, Ala.
Prof. E. M. Shackelford_____Troy, Ala.
Supt. E. S. Pugh_____Union Springs, Ala.
Dr. T. W. Palmer_____Montevallo, Ala.
Supt. J. M. Pearson_____Alexander City, Ala.
Prof. J. J. Doster_____University, Ala.
Prof. H. T. Wallace_____Ft. Payne, Ala.
Prof. W. R. Harrison_____Florence, Ala.
Supt. A. M. Spessard_____Uniontown, Ala.

On February 28, 1913, the Text Book Commission of Alabama met in the office of the Governor, and passed the following:

RESOLUTIONS.

BE IT RESOLVED BY THE TEXT BOOK COMMISSION OF ALABAMA:

First, That after the passage of this resolution by the Text Book Commission of Alabama, no agent of publishing houses nor attorneys representing them, nor any other persons whatsoever, be given private or individual hearing by any of the members of this Commission, nor shall they be approached directly or indirectly, in person, by letter, or any other manner, provided, however, that briefs and criticisms of books may be made and submitted.

Second, That this Commission shall meet on May 20, 1913, and remain in session from day to day until every regularly accredited agent of publishing house submitting books for adoption, or the authors or publishers themselves, shall have opportunity to present to the Commission in session the merits of the books represented by them and the demerits of any competing books.

Third, That immediately after Section 2 of these resolutions shall have been complied with, the Text Book Commission shall re-

main in executive session from day to day until the adoption of basal and supplementary text-books for the common schools of Alabama shall have been made.

Fourth, That the members of the Commission shall examine the text or manuscript submitted by the bidders between now and the said date of May 20, 1913, and each member, except the Governor and the Superintendent of Education, shall be allowed a per diem, counting six hours as a day, the same to be paid on affidavit as prescribed by law, provided that no member shall receive compensation for more than forty days.

Fifth. That the question of determining all matters relative to the establishment of state and county depositories shall be considered after the adoption of books in the presence of the Commission.

Sixth. That in complying with the latter part of Section 3 of the Act creating the text-book commission, each bidder be allowed to deposit with the State Treasurer his certified check for the required amount, or cash, in the discretion of the State Treasurr.

Seventh. That the members of this Text Book Commission hereby bind themselves not to discuss matters pertaining to the adoption of text-books with any one whatsoever, except among themselves and with others when in regular session. A list of accredited repre-

sentatives of the publishing houses, including agents, attorneys, or other persons employed, engaged, or receiving compensation in connection directly or indirectly, with this adoption, shall be furnished to the Secretary of the Commission by the publishers submitting bids, and it shall be the duty of the Secretary to furnish each member of the Commission a copy of this list, besides making this list in permanent record form in the minute book of the Text Book Commission.

Eighth. If it shall become known to this Text Book Commission that any publishers or other persons submitting books for adoption, have already, or shall in the future, employ any person or persons, directly or indirectly, for purposes connected with this text-book adoption, and shall fail to certify under oath the names of such persons, as provided in Section 7 of these resolutions, such offending publisher or publishers shall be denied the privilege of having any of their books adopted by this Commission.

Ninth. Only such books, maps, and charts, as in the opinion of this Commission are suitable for and properly belong to well-organized courses of study in the public schools, up to and including the seventh grade, or seventh year's work, shall be considered or adopted.

ADVERTISEMENT.

Notice is hereby given that on or before twelve o'clock, noon, of the 20th day of May, 1913, the Text Book Commission of the State of Alabama, as organized under Section 1805, et seq., of Article 18, Chapter 41, of the Political Code of Alabama, will receive from publishers of school text books sealed bids or porposals for furnishing for use in the public schools of the State for a period of five years and not longer, through such agencies and places in the several counties in the State as may be provided for under such regulations, as said Commission may adopt and prescribe, a uniform series of text books including the following branches of study, to-wit:

Orthography, Reading, Writing, Arithmetic, Geography, Grammar, Language Lessons, History of Alabama, including the Constitution of the State, History of the United States, Elementary Physiology and Hygiene, Elementary Principles of Agriculture, Supplementary Readers, Maps, Charts, School Dictionaries, Public School Drawing, and Civil Government.

The said bids shall be deposited with the Secretary of State, shall set out specifically

and definitely the prices at which said books will be furnished and shall be accompanied by one or more specimen copies of each and every book proposed to be furnished. Each bidder shall deposit with the Treasurer of the State five hundred dollars ($500.00) for each book upon which a bid is submitted, but the total deposit to be exacted of any bidder upon any number of books or subjects shall not exceed two thousand five hundred dollars ($2,500.00), and such deposit shall be forfeited to the State if the bidder making it shall fail or refuse, within ten (10) days after the said bid has been accepted, to make and execute such contract as is required by the Commission under the provisions of said Article 18.

The Text Book Commission shall reserve the right to reject any and all bids or proposals.

This 28th day of February, 1913.

ADVERTISEMENT.

RESOLVED BY THE TEXT BOOK COMMISSION OF ALABAMA:

That the Secretary of this Commission be and is hereby instructed to advertise for bids on a royalty basis, the State reserving the right to negotiate with book makers, with a view to securing for the people of Alabama material reductions in the prices of books in the subjects of Spelling and Alabama History, and books on any other subject prescribed by law for the common schools of Alabama; the mechanical and other values of the said books not to be reduced; but, if possible, improved on those now in use.

THE SECTIONS OF THE CODE OF ALABAMA CREATING AND GOVERNING THE TEXT BOOK COMMISSION.

1805. Text-book commission; how constituted.—On or before March 1st, 1908, the governor shall select and appoint nine educators of known character and ability, men well acquainted with arranging courses of study and engaged in public school work, one from each congressional district, who, together with himself and the state superintendent of education, shall constitute the text-book commission of Alabama.

1806. Oath of commissioners.—Before transacting any business pertaining to the duties of this commission, they shall each take an oath before some person authorized to administer oaths, to faithfully discharge all the duties imposed upon them as members of said text-book commission, and that they have no interest, directly or indirectly, in any contract that may be made under this article, and receive no personal benefit therefrom.

1807. Commission; organization of.—The text-book commission shall immediately after their appointment meet and organize, the gov-

ernor being president of the commission and the superintendent of education secretary of said commission.

1808. **Duties of commission.**—It shall be the duty of said commission to select and adopt a uniform series of text-books for use in the public schools of the state for a period of five years.

1809. **Unlawful to use other books other than those selected.**—It shall be unlawful for any school official, director or teacher to use any books upon the same branches other than those adopted by said state text-book commission.

1810. **Branches of study for which books selected.**—Said uniform series shall include the following branches of study, to-wit: Orthography, reading, writing, arithmetic, geography, grammar, language lessons, history of Alabama containing the constitution of the state, history of the United States, elementary physiology and hygiene, elementary principles of agriculture, and such other branches of study as properly belong in a common school course.

1811. **Partisan or sectarian books forbidden.**—None of said text-books shall contain anything of a partisan or sectarian character,

1812. Books selected may be dropped.—The text-book commission shall have the power by three-fourths vote to drop an unsatisfactory book at the end of any school year during the continuance of the contract and to make another adoption.

1813. Qualities and merits of books to control in selection.—The text-book commission shall consider the merits of each book, taking into consideration their subject-matter, the printing, binding, material, and mechanical qualities, and their general suitability and desirability for the purpose intended, as well as the price of said books, but no text-book the subject-matter of which is of inferior quality shall be adopted by the text-book commission. Said commission shall select and adopt such books as will, in their best judgment, accomplish the ends desired.

1814. Desirable books; when price too high.—In case any book or books are deemed suitable for adoption and more desirable than other books of the same class submitted, and they further consider the price at which the books are offered to be unreasonably high, and that they should be offered at a smaller price, the commission shall immediately notify the publisher or author of such book or books of their decision, and request such reduction in price as they deem reasonable and just, and

if they and such publishers shall agree on a price they may adopt his book or books, but if not, they shall use their own sound judgment and discretion whether they will adopt that or the books which are deemed by them next best in the list published.

1815. Advertisement for bids.—As soon as practicable, not later than thirty days after organization, the commission shall advertise in such manner and for such length of time and at such places as may be deemed advisable, that at a time and place fixed definitely in said advertisement, sealed bids or proposals will be received from the publishers of school text-books for furnishing books to the public schools in the State of Alabama, through such agencies in the several counties, and places in the several counties in the state, as may be provided for in such regulations as said commission may adopt and prescribe.

1816. Bids; specifications, requisites, and contents of.—The bids or proposals shall be for furnishing the books for a period of five years and no longer, and that no bid for a longer period will be considered. Said bids shall state specifically and definitely the price at which the books will be furnished, and shall be accompanied by one or more specimen copies of each and every book proposed to be furnished.

1817. Deposit as security for performance of bid.—It shall be required of each bidder to deposit with the treasurer of the state a sum of money such as the commission may require, not less than five hundred dollars and not more than twenty-five hundred dollars, according to the number of books each bidder may propose to supply, and notice shall further be given in such advertisement that such deposits shall be forfeited absolutely to the state if the bidder making the deposit shall fail or refuse to make and execute such contract and bond as is hereinafter required, within such time as the commissioner may require, which time shall also be stated in the advertisement.

1818. Bids sealed and deposited.—All bids shall be sealed and deposited with the secretary of state, to be by him delivered to the commission when they are in executive session, for the purpose of considering the same, when they shall be opened in the presence of the commission.

1819. Bids opened, examined, and contract awarded.—The text-book commission shall meet at the time and place designatd in such notice or advertisement, and take out the sample of specimen copies submitted upon which the bids are based. When the members have examined all books submitted until thoroughly

satisfied, it shall be the duty of said text-book commission to meet in executive session to open and examine all sealed proposals submitted and received in pursuance of the notice or advertisement provided for in Section 1815 of this Code. The commission shall then examine and carefully consider such bids or proposals and determine in the manner provided in the preceding sections of this article what book or books shall be selected for adoption, taking into consideration the size, quality as to subject matter, material, printing, binding, and the mechanical execution and price, and the general suitability for the purpose desired and intended; all books selected and adopted shall be written or printed in English.

1820. Notification to publishers of contracts awarded.—After their selection for adoption shall have been made, the said commission shall by registered letter notify the publishers or proposers to whom the contracts have been awarded.

1821. Contract; preparation, execution, nad filing of.—The attorney-general of the state shall prepare the said contract or contracts in accordance with the terms and provisions of this article, and the said contract shall be executed by the governor and secretary of state with the seal of the state attached upon the part of the State of Alabama, and the said

contract shall be executed in triplicate, one copy to be kept by the contractor, one copy by the secretary of the text-book commission and copied in full in the minutes of said commission, and one copy to be filed in the office of the secretary of state.

1822. Bond of contractor; preparation, execution, and conditions of.—At the time of the execution of the contract aforesaid, the contractors shall enter into a bond in the sum of not less than ten thousand dollars nor more than thirty thousand dollars, payable to the State of Alabama, the amount of said bond within said limits to be fixed by said commission, conditioned for the faithful, honest, and exact performance of the contract, and shall further provide for the payment of reasonable attorney's fees in case of recovery in any suit upon the same, with three or more good, solvent sureties, actual citizens and residents of the State of Alabama, or any guaranty company authorized to do business in the State of Alabama may become surety on said bond. The attorney-general shall prepare said bond and approve the same. The said bond shall not be exhausted by a single recovery, but may be sued on from time to time until the full amount shall be recovered; and the said commission may at any time, by giving thirty days' notice, require additional security or addtiional bond, within the limit prescribed.

1823. Deposit returned after execution of bond.—When any person, firm, or corporation shall have been awarded a contract and submitted therewith the bond as required in this article, the commission through its secretary shall so inform the treasurer of the state, and the treasurer shall return such contract, or the cash deposit made by him, and the commission through its secretary shall inform the treasurer of the names of the unsuccessful bidders or proposers, and the treasurer shall, upon receipt of this notice, return to them the amount deposited in cash by them at the time of the submission of their bid.

1824. Failure to execute contract or bond; consequences of.—Should any person, firm, company, or corporation fail or refuse to execute the contract and submit therewith his bond as required by this article within thirty days of the awarding of the contract to him and the mailing of the registered letter containing notice (provided the mailing of the registered letter shall be sufficient evidence that the notice was given and received), the cash deposit will be deemed forfeited to the State of Alabama, and the treasurer shall place such cash deposit in the treasury of the state to the credit of the general school fund.

1825. Recovery on bond for benefit of fund.—Any recovery had on any bond given by any

contractor shall inure to the benefit of the said fund of the state, and when collected shall be placed in the treasury to the credit of the said fund and be prorated among the several counties of the state.

1826. Books furnished must be equal to specimens.—The books furnished under any contract shall at all times during the exercise of the contract be equal to, in all respects, the specimens or sample copies furnished with bids.

1827. Secretary of state preserves sample copies and furnishes to superintendent.—The secretary of state shall carefully preserve in his office as the standard of quality and excellence to be maintained in such books during the continuance of such contracts the specimens or sample copies of all books which have been made the basis of any contract, together with the original bid or proposal, and the contractor shall also furnish each county superintendent of education like specimen or sample copies, which shall be preserved by him in like manner, and the same shall always be open to the inspection of the public.

1828. Contract and exchange price printed on back of books.—All contractors shall print plainly on the back of each book the contract price, as well as the exchange price at which

it is agreed to be furnished, but the books submitted as specimen or sample copies with the original bids shall not have the price printed on them before they are submitted to the commission.

1829. Price of books for this state shall not exceed that of others.—The text-book commission shall not in any case contract with any person or publisher for the use of any books which are to be sold to patrons or used in any public school in this state at a price above or in excess of the price at which such book or books are furnished by said person or publisher under contract to any state, county, or school district in the United States under like conditions prevailing in this state and under this article. It shall be stipulated in each contract that the contractor has never furnished and is not now furnishing under contract any state, county or school district in the United States where like conditions prevail as are prevailing in his state under this article, the same book or books as are embraced in said contract at a price below or less than the price stipulated in the said contract, and the said commission at any time they may find that any book has been furnished at a lower price under contract to any state, county, or school district aforesaid, shall sue upon the bond of said contractor and recover the difference be-

tween the contract price and the lower price at which they find the book or books have been sold, and in case a contractor shall fail to execute, specifically, the terms and provisions of his contract, said commission shall bring suit upon the bond of such contractor for the recovery of all damages, the suit to be in the name of the State of Alabama, and the recovery for the benefit of the public school fund.

1830. Changing or altering contract.—The commission and any contractor agreeing thereto may in any manner change or alter any contract, provided a majority of the commission shall agree to the change and think it advisable and for the best interest of the public schools of the state.

1831. Majority controls.—In all matters unless otherwise provided a majority of said commission shall control.

1832. State not liable to any contractor.—It shall always be a part of the terms and conditions of every contract made in pursuance of this article, that the State of Alabama shall not be liable to any contractor in any manner, in any sum whatsoever, but all such contractors shall receive their pay or consideration in compensation solely and exclusively derived from the proceeds of the sale of books, as provided for in this article.

1833. Old books exchanged for new.—The commission shall stipulate in the contract for the supplying of any book as provided in this article that the contractor or contractors shall take up the school books now in use in this state, and receive the same in exchange for new books at a price not less than fifty per cent of the contract price. Such exchange period shall not continue longer than one year from the date of contract. Each person or publisher making a bid for the supplying of any book or books under this article shall state in such bid or proposal the exchange price at which such book or books will be furnished.

1834. Rejecting bids or proposals.—The text-book commission shall have and reserve the right to reject any and all bids or proposals if they shall be of opinion that any or all should for any reason be rejected.

1835. Re-advertisement for bids.—In case the commission fails from among the bids or proposals to select or adopt any book or books upon any of the branches mentioned in previous sections of this article, they may re-advertise for sealed bids or proposals under the same terms and conditions as before, and proceed in their investigations in all respects as they did in the first instance, and as required by the terms and provisions of this article.

1836. Bids for copyright and manuscripts. —The commission may advertise for sealed bids or proposals from authors or publishers of text-books who have manuscripts of books not yet published, for prices at which they will publish and furnish in book form such manuscripts, or for prices at which they will sell such manuscripts, together with the copyright with such books, for use in the public schools of Alabama, proceeding in all respects in like manner as before. Before accepting or rejecting any manuscript it shall be the duty of the commission to take the manuscript and to advertise for sealed bids or proposals for publishing the same in book form, in like manner as provided in this article, and under the same restriction and condition, and the contract may be let for the publication of all such books or for any one or more separately. The state itself shall not under any circumstances enter into any contract binding it to pay for the publication of any book or books, but in the contract with the owner of the manuscript it shall be provided that he shall pay the compensation to the publisher for the publication and putting in book form the manuscript, together with the cost and expense of copyrighting the same; and provided that in all cases bids or proposals shall be accompanied with the cash deposit of from five hundred to twenty-five

hundred dollars, as the commission may direct, and as previously provided in this article.

1837. Manuscripts or printed form of matter proposed to be incorporated in book.—Any person, firm or corporation now doing business, or proposing to do business in the state, shall have the right to bid for the contract to be awarded under this article in the manner as follows: In response to the advertisement, when made as hereinabove provided, said person, firm or corporation may submti in writing bid or bids to edit or have edited, publish and supply for use in the public schools in this state, any book or books herein provided for, provided that instead of filing with said bid or proposal a sample or specimen copy of each book proposed to be furnished, he may exhibit to the commission a manuscript or printed form of the matter proposed to be incorporated in any book, together with such a description and illustration of the form and style thereof as would be fully intelligible and satisfactory to said commision, or they may submit a book or books, the equal of which in every way they propose to furnish, and they shall accompany their bid or proposal with the cash deposit and execute a contract and bond as hereinbefore provided.

1838. Proclamation of governor announcing contract.—As soon as said commission shall have entered into a contract or contracts for the furnishing or supplying of books for use in the public schools in this state, the governor shall issue his proclamation announcing such facts to the people of the state.

1839. Three depositaries or places of sale in each county.—The party or parties with whom the contract shall be made shall place their books on sale at not less than three places in each county of the state for the distribution of the books to the patrons, and the contractor shall be permitted to make arrangements with a merchant or other person for the handling and distribution of the books.

1840. Contract price printed on books.—All books shall be sold to the consumer at the retail contract price, and in each book shall be printed the following: (The price fixed herein is fixed by state contract and deviations therefrom shall be reported to your county superintendent of education or the state superintendent at Montgomery.) Should any party contracting to furnish books as provided for fail to furnish them or otherwise breach his contract, in addition to the right of the state to sue on his bond hereinabove required, the county superintendent of any county may sue, in the name of the State of Alabama, in any

court of competent jurisdiction in the county in which he resides, for the use and benefit of the school fund of the county; provided that the right of action of the county superintendent shall be limited to breaches of the contract committed in the county of his residence. In all cases under this article service of process may be had and deemed sufficient on any agent of the contractor in this state.

1841. Distribution of books.—The commission shall, from time to time, make any necessary regulations to secure the prompt distribution of the books provided for in this article, and the prompt and faithful execution of all contracts.

1842. Commission continues for five years; new commission appointed.—Said commission shall maintain its organization for five years, and at the end of said period of five years the governor shall name a similar commission with like powers and a like term as the first named commission.

1843. List of books, agencies, and prices furnished to county superintendent of education.—As soon as practicable after the adoption, provided for in this article, the state superintendent of education shall issue a circular letter to each county superintendent of education and each teacher in the state, and to

such others as he may dsir to send it, which letter shall contain a list of books adopted, the prices, location of agencies, the manner of distribution, and such other information as he may deem necessary.

1844. Supplementary text-books; books for higher or more advanced studies.—As soon as the existing contract for books expires, the books adopted as a uniform series of text-books for the next five years shall be introduced and used as text-books to the exclusion of all others in all the public free schools in this state. Supplementary books shall be used, but such books shall not be used to the exclusion of the books prescribed or adopted under the provisions of this article. Higher or more advanced branches may be taught than provided in this article, but such higher branches or books shall not be taught to the exclusion of the branches or books mentioned in this article.

1845. Other books used upon failure to furnish those adopted.—The patrons of the public schools throughout the state may procure books in the usual way in case no contract shall be made, or the contractor fails or refuses to furnish the books provided for in this article at the time required for their use in the respective schools.

1846. Appropriation.—The sum of three thousand dollars, or so much thereof as may be necessary, to be paid out of the moneys in the treasury not otherwise expended, is appropriated for the purpose of paying the costs and expenses of carrying into effect the provisions of this article.

1847. Compensation of commissioners.—The governor and superintendent of education shall serve on the commission without compensation, and the other members of the commission shall be paid the sum of four dollars per day during the time they are actually engaged, and in addition shall receive ten cents per mile for each mile traveled from their homes to place of meeting and return thereto, to be paid out of the funds appropriated by the preceding section, and they shall each make and swear to a statement of the number of miles traveled and the number of days actually engaged.

1848. Clerk of commission; compensation of.—The commission may appoint a clerk who shall receive three dollars per diem during the time he is actually engaged and the same mileage as is allowed the members of the commission.

1849. Books adopted continue for five years.—The adoption made as provided for in this

article shall continue for five years from the expiration of the existing contract, unless otherwise provided.

1850. Failure to furnish books; contract for unexpired term.—In case of the failure of any contractor to furnish the books as provided in his contract, his bond shall be declared forfeited, and the state school-book commission may make such other contract for the unexpired term with another person to provide such books as they may deem advisable for the best interest of the state.

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BULLETIN NO. 32.

RULES AND REGULATIONS

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1914

GOVERNING

Examination of Teachers in Alabama

(These rules should be read by the examiner at each examination within the hearing of all the applicants before the work of writing the examination begins.)

In Effect July 1, 1914

ISSUED BY
THE DEPARTMENT OF EDUCATION
MONTGOMERY

BROWN PRINTING CO. MONTGOMERY.

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DEPARTMENT OF EDUCATION
ALABAMA

Rules Governing Examinations of Teachers

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1. The examinations must begin at ten o'clock on the third Mondays in April, July, and December of each year. On Tuesdays and Wednesdays the hours of opening and closing will be determined by the examiner. Applicants must provide themselves with legal cap paper, pens, and ink.

2. The preliminary questions may be answered and handed in by each applicant at ten o'clock; or they may be prepared immediately following the hour of ten. These questions are mailed to the examiners about ten days before each examination.

3. At ten o'clock on Monday, and after all the applicants are seated, a number should be

assigned to each beginning with one. Let the numbers be assigned systematically according to proximity of applicants. Applicants must not change positions after these numbers are assigned.

4. The examiners should answer no inquiries on the part of applicants concerning the questions submitted. Each question sheet contains a note of instructions to applicants. They should know that the examiner would be violating the law in making any comment as to what may be meant by any questions. Applicants should interpret the questions for themselves.

5. Each applicant should be furnished with a large envelope like sample submitted by the Board of Examiners, across the end of which must be written his name, address, sex, color, and grade applied for. The subject, name, and number of the applicant should also be on each answer sheet.

6. The examiner places all papers in the envelope. The applicant must not do this under any circumstances.

7. The sealed package of questions must be opened at 10 o'clock on Monday in the presence of the applicants who should observe the condition of the seal before the package is opened.

8. The envelopes within this package must be opened at the time indicated on each and at no other time. The examiner and a number of applicants should observe the condition of each seal.

9. The answers must be numbered to correspond with the questions. The questions should not be copied.

10. Each subject must be finished during the period indicated on the envelope containing the questions. Any departure from this rule is wholly illegal.

11. The time allotted to each subject may be determined by the examiner. For instance, Arithmetic and U. S. History and Civics must both be finished before the noon recess on Tuesday; but the examiner will determine when work on Arithmetic should cease and work on History begin.

12. Every applicant must hand in his paper on a given subject before question sheets on a different subject can be distributed to any of the applicants.

13. No person except the examiners and the applicants is to be allowed in the room for any reason whatever.

14. On finishing a given subject each applicant shall remain seated until all the others

finish; or he may retire from the room and not return till all finish.

15. When an applicant desires to leave the room he must hand in his paper on the subject then under consideration. The paper thus handed in will be his examination on that subject.

16. Applicants must not be disturbed by talking. If an applicant desires to speak to the examiner let him indicate his wish by holding up his hand whereupon the examiner will go to him.

17. Question sheets may be distributed to the applicants while they are seated and under no other circumstances.

18. Applicants are not allowed to see their papers after handing them to the examiner; nor must they handle in any wise the envelopes containing such papers.

19. Applicants who communicate with each other, either directly or indirectly, while the work is in progress should be sent from the room immediately and not allowed to finish the examination.

20. Applicants using notes, books, or helps of any kind must be sent from the room at once and not allowed to complete the examination. With the facilities now provided by law the examiners will be inexcusable in allowing unfairness on the part of the applicants.

21. Any suspicious action on the part of an applicant requires a prompt and full investigation by the examiner.

22. Penmanship will be graded from the paper submitted on the subject of Reading, except as provided in rule 29.

23. After opening an envelope containing questions on more than one subject the examiner can not be too careful in guarding all the questions thus exposed.

24. The care with which examiners should safeguard all the papers submitted by applicants until they are delivered securely enclosed to the express company is second not even to the care with which the questions themselves should be protected. Nothing should be allowed to prevent the immediate shipment of the answer papers after the examination is completed.

25. A teacher holding a third grade certificate that does not expire within the first three months succeeding any examination may substitute such unexpired third grade certificate in an application for a second grade or a first grade certificate and thereby be exempt from examinations in agriculture, physiology, orthography, reading, and penmanship.

26. A teacher holding a second grade certificate that does not expire within the first three

months succeeding any examination may substitute such unexpired second grade certificate in an application for a first grade certificate and thereby be exempt from examinations in agriculture, physiology, orthography, reading, penmanship, geography, arithmetic, Alabama history, United States history and civics. A teaching submitting a second grade certificate bearing date of the examination of July, 1911, or of any succeeding examination may also be exempt from the examination on the subject of theory and practice of teaching and class management.

27. In every case where a certificate is substituted and depended upon as a part of an examination, the applicant shall either receive a higher grade certificate than that submitted or the old certificate shall be returned. For example, if an applicant tries to raise a third grade certificate to a second and does no work in agriculture, physiology, reading, penmanship, and orthography, he would not be entitled to receive a new third grade certificate.

28. A teacher holding a certificate that expires at or about the time of any examination may stand the entire examination for any grade of certificate, and the expiring certificate shall continue in force until such time as a final report shall be made by the Board of Examiners upon the result of such examination in that county.

29. THE BOARD OF EXAMINERS WILL INCLINE TO SHOW NO LIBERALITY TO ANY APPLICANT IN WHOSE PAPERS ON ANY SUBJECT ARE FOUND NOTICEABLE DEFICIENCIES IN PENMANSHIP, SPELLING, GRAMMAR, OR COMPOSITION.

TEMPORARY CERTIFICATES.

30. Only those who were prevented from *attending* or *completing* the last regular examination because of "non-residence" or "sickness" are eligible to make application for temporary certificates.

31. If sickness is assigned as the basis of the application, a physician must certify that the sickness was of so serious a nature as to prevent the applicant's attendance upon the examination or completion of the work required.

32. NO APPLICANT WHO SUBMITS PAPERS UPON ALL THE SUBJECTS INCLUDED IN THE REQUIREMENTS FOR THE CERTIFICATE FOR WHICH HE MAKES APPLICATION MAY APPLY FOR A TEMPORARY CERTIFICATE AND ASSIGN "SICKNESS" AS THE REASON.

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to the date upon which the Board of Examiners may send reports to the applicants of the results of the next regular examination in that county.

SECTION 1723 CODE OF ALABAMA.

"Temporary Certificate."—The State Board of Examiners may, upon recommendation of any city superintendent, town superintendent, or chairman of any board of district trustees, endorsed in each case by the county superintendent of the county in which the teacher is to be employed, grant a "temporary certificate," valid only in the county designated, to any teacher who, at the time of the last preceding examination, was not a resident of Alabama, or who, at such time, was prevented by sickness from taking the examination, provided that such person last named shall be required to furnish the certificate of a physician. All temporary certificates shall be valid only from date of issue to the date on which may be made a final report by the Board of Examiners upon the applicants from the county in which the holder of the temporary certificate stands the examination at the next succeeding regular examination. After receiving one temporary certificate no teacher shall receive a second temporary certificate until he shall have obtained at a regular examination a certificate to teach in the public schools of this State. All temporary certificates shall be issued without cost.

Blanks to be used in applying for temporary certificates may be obtained from the Department of Education at Montgomery or from any county superintendent.

34. After completing the examination the examiner will make a list of all the applicants, placing opposite each name the color, sex, grade applied for, and postoffice of the applicant, and will mail the list to the Board of Examiners. The package containing the examination papers will not be opened by the Board of Examiners until they receive the list together with the financial sheet showing the amount paid into the treasury for fees received, less expenses for transmission of money and papers.

35. The duck bags used in carrying the questions to the examiners should be returned each time for future use.

36. The examiners should be prompt in acknowledging receipt of the questions for each examination. Postal cards already printed are sent them for that purpose.

37. Applicants are expected to take the examinations in the counties in which they live or teach, or give satisfactory reasons before being admitted elsewhere. Examiners should not admit to the examination any person whose identity is not clearly established.

38. Any standard text-book will be sufficient to cover all the requirements on a given sub-

ject, except those upon which special books are announced from time to time.

39. A person who was in any way connected with a training school for teachers must not act as assistant examiner if any students of such school are taking the examination.

LIFE CERTIFICATES.

40. The applicant must make proof that he has held a first grade Alabama State certificate during five years, 60 months.

41. He must have taught a complete term of some school, public or private, state or denominational, in Alabama or elsewhere, within each year of the five year period covered by his holding of the Alabama first grade State certificate referred to in rule 40. A minimum of five months is required for a "complete term" of school.

42. The record of experience as a teacher and the record of holding the Alabama first grade certificate need not be continuous, but may be covered in part by each of two first grade certificates issued by the Board of Examiners since June, 1899. The teaching required may be covered in part by one or more first grade certificates issued by some county board of examiners in Alabama previous to June, 1899, provided that the teacher has held a first grade certificate from the State Board of Examiners since that date.

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44. Time spent as a student while one holds a first grade State certificate can not be construed as meeting the law's demand for actual experience as a teacher, unless the person is a regularly appointed tutor, instructor or practice teacher in a model school, while thus pursuing his course as a student.

45. Proof of holding a first grade State certificate may be made by enclosing the certificate with one's examination papers.

46. Proof of having the legal requirement in the matter of actual experience as a teacher may be made by certificate of school officials, or by affidavit of the applicant stating length of service in the several positions held, giving dates and places.

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William F. Feagin, President.
P. W. Hodges, Secretary.

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BULLETIN NO. 32

RULES AND REGULATIONS

GOVERNING

Examination of Teachers in Alabama

(These rules should be read by the examiner at each examination within the hearing of all the applicants before the work of writing the examination begins.)

In Effect April 1st, 1913.

ISSUED BY
THE DEPARTMENT OF EDUCATION
MONTGOMERY

BROWN PRINTING CO. MONTGOMERY.

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EDUCATION
DEPARTMENT

DEPARTMENT OF EDUCATION
ALABAMA

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4. Style;
5. Knowledge of Specified Books.

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HENRY J. WILLINGHAM, President.
P. W. HODGES, Secretary.
MISS CORA PEARSON.

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DEPARTMENT OF EDUCATION

STATE OF ALABAMA

BULLETIN No. 32

RULES AND REGULATIONS GOVERNING THE EXAMINATION AND CERTIFICATION OF TEACHERS IN ALABAMA

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Revised February 7, 1918

ISSUED BY THE
DEPARTMENT OF EDUCATION
MONTGOMERY

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DEPARTMENT OF EDUCATION

ALABAMA

BOARD OF EXAMINERS

AUTHORITY to issue teachers' certificates in Alabama is vested solely in a State Board of Examiners composed of the State Superintendent of Education and two members appointed by him. The Superintendent of Education is Chairman of the Board and one of the appointed members is Secretary.

In order to become eligible to contract for a position in any elementary or high school in Alabama, supported in whole or in part by public school funds, a teacher must secure a state certificate in keeping with the requirements of the State Board of Examiners.

METHODS OF CERTIFICATION

The bases for issuance of teachers' certificates by the Board of Examiners are: (1) examination in grammar school and high school subjects with the addition of Alabama School Laws and Psychology and in selected professional texts; (2) graduation from a standard college or normal school; (3) validation of a certificate issued by the Department of Education of another state.

DESCRIPTION OF CERTIFICATES

Upon the basis of a uniform State examination, the Board of Examiners may issue (1) a life certificate which is permanent unless legally annulled because of immoral conduct on the part of the holder (2) a first grade certificate valid for a period of six years; (3) a second grade certificate valid for four years; (4) a third grade certificate valid for two years. See pages 8 to 9 inclusive.

For the purpose of certification uniform examinations are conducted in each county of the State on the third Mondays, and the Tuesdays and Wednesdays following, in April, July, and December. The written examinations are then sent for grading to the Department of Education at Montgomery.

A first grade certificate valid for a period of six years may be issued to graduates of standard colleges or normal schools who meet certain requirements in the matter of professional training. See page 11.

Certificates which are issued by the Departments of Education in other states as authority to teach may be accepted by the Board of Examiners, provided these certificates have been issued originally upon qualifications at least equal to those required for a certificate of the same grade in Alabama. See page 12.

EXTENSION OF CERTIFICATES

Holders of any grade of certificate except life may secure an extension of the same for a period of one year at a time, for not more than four consecutive years, on the basis of professional study. See page 10.

RULES FOR EXAMINERS

1. "Rules for Applicants Who Write the Examination" should be read by the examiner at each examination within the hearing of all the applicants before the work of writing the examination begins.

2. The sealed package of questions must be opened at ten o'clock on Monday morning in the presence of the applicants, who should observe the condition of the seal before the package is opened.

3. The envelopes within this package must be opened at the time indicated on each, and at no other time. The examiner and a number of applicants should observe the condition of each seal.

4. After opening an envelope containing questions on more than one subject the examiner cannot be too careful in guarding all the questions thus exposed, since evidence of unfairness in an examination reflects at least indirectly upon the person who conducts the examination.

5. The examiners should safeguard all the papers submitted by applicants until they are delivered securely enclosed to the express company. Nothing should be allowed to prevent the immediate shipment of the answer papers after the examination has been completed.

6. Question sheets may be distributed to the applicants while they are seated and under no other circumstances.

7. The examiners should answer no inquiries on the part of applicants concerning the meaning of questions submitted.

8. Each subject must be finished during the period indicated on the envelope containing the questions. Any departure from this rule is wholly illegal.

9. The time allotted to each subject may be determined by the examiner. For instance, Arithmetic and U. S. History and Civics must both be finished before the noon recess on Tuesday, but the examiner will determine when work on Arithmetic should cease and work on History should begin.

10. Every applicant must hand in his paper on a given subject before question sheets on a different subject can be distributed to any of the applicants.

11. The examiner shall place all papers in the envelope. The applicant must not do this under any circumstances.

12. The examiner should be very careful to see that each paper is checked on the reverse side of the identification slip as it is handed in by the applicant.

13. Applicants are not allowed to see their papers after handing them to the examiner, except for the purpose of checking at the close of the examination; nor must they handle in any way the envelope containing such papers.

14. On finishing a given subject each applicant shall remain seated until all the others finish; or he may retire from the room and not return till all have finished.

15. When an applicant desires to leave the room he must hand in his paper on the subject then under consideration. The paper thus handed in will be his examination on that subject.

16. Applicants must not be disturbed by talking. If any applicant desires to speak to the examiner, let him indicate his wish by holding up his hand, whereupon the examiner will go to him.

17. Applicants who communicate with each other, either directly or indirectly, while the work is in progress, and applicants who make use of notes, books, or helps of any kind must be sent from the room at once and must not be allowed to complete the examination. With the facilities now provided by law the examiners will be inexcusable in allowing unfairness on the part of the applicants.

18. Any suspicious action on the part of an applicant requires a prompt and full investigation by the examiner.

19. No person except the examiners and the applicants is to be allowed in the room for any reason whatever.

20. A person who is in any way connected with a training school for teachers must not act as assistant examiner if any students of such school are taking the examination; neither must any relative of the examiner or of any applicant serve as assistant conductor of any examination.

21. After completing the examination the examiner will make a list of all the applicants, placing opposite each name the color, sex, grade applied for, and post office of the applicant, and will mail the list to the Board of Examiners. The package containing the examination papers will not be opened by the Board of Examiners until they receive the list together with the financial sheet showing the amount paid into the treasury for fees received, less expenses for transmission of money and papers, and any other supplementary reports called for by the Board of Examiners on blanks or otherwise.

22. The duck bags used in carrying the questions to the examiners should be returned each time for future use.

23. The examiners should be prompt in acknowledging receipt of the questions for each examination. Postal cards already printed are sent them for that purpose.

RULES FOR APPLICANTS WHO WRITE THE EXAMINATION

1. Applicants must provide themselves with legal cap paper, pens, and ink.

2. Each applicant is required to take the examination in the county in which he is living, teaching, or attending school, or to present to the examiner in charge a permit from the State Board of Examiners. To obtain this permit the applicant must submit in writing to the State Board of Examiners AT LEAST TEN DAYS before the date of examination his reasons for desiring the change, together with the approval of the superintendent of the county in which he is living, teaching, or attending school. A form for making application for a permit may be obtained from the county superintendent.

3. As the examiner is directed to refuse admittance to any applicant whose identity is not clearly established, it is necessary for one who writes the examination where he is unknown to the examiner to arrange for his proper identification before going to the examination room. County superintendents are requested to call attention to this rule in the published notices about the time and place of the examination.

4. After seats have been assigned, applicants must not change places at any time during the entire examination.

5. Each question sheet contains a note of instruction to applicants. They should know that the examiner in commenting as to the meaning of a question would be violating the law, and therefore should make their own interpretations.

6. No questions should be copied. Each answer should be numbered to correspond with the question.

7. The subject, the name of the applicant, and the number should be written on each answer sheet and on the back of the folded paper when finished.

8. Penmanship will be graded from the paper submitted on the subject of Reading. However, the penmanship in all papers submitted must be easily legible.

9. In grading any paper deductions will be made for noticeable deficiencies in penmanship, spelling, grammar, or composition.

10. Rules 10 to 19 inclusive under the heading, "Rules for Examiners," apply to applicants, and should be carefully read.

RESOLUTIONS ADOPTED UNANIMOUSLY AT THE MEETING OF THE COUNTY BOARDS OF EDUCATION AT MONTGOMERY, DECEMBER 5, 1916

Whereas applicants for teachers' certificates are rejected at each State examination because of similarity of answers and other evidences of cheating, and

Whereas such a practice is wholly repugnant to the profession of teaching; therefore,

Be it resolved by the County Boards of Education of Alabama in conference assembled:

1. That we express our hearty disapproval of any semblance of unfairness on the part of any individual at any examination.

2. That we look with disfavor upon the employment of any person that may have been rejected by the State Board of Examiners because of evidence of unfairness.

3. That we request the State Superintendent of Education to send to the county board of education, following each regular examination, a list of the names and addresses of all teachers throughout the State rejected because of evidence of unfairness.

4. That we urge upon those charged with the responsibility of conducting examinations in the several counties the wisdom of using due diligence in the detection and prevention of any semblance of unfairness.

INSTITUTE ATTENDANCEC REQUIREMENTS

Failure to comply with the institute attendance law does not cancel one's certificate but renders its holder ineligible to contract except under certain conditions set forth in the institute law. Specific information on this matter can be had from the State or county superintendent.

TEXT-BOOKS AND SUBJECTS

Any standard text-book will cover the requirements upon which the fact questions will be based. Applicants for any grade of certificate may expect questions upon current topics discussed in magazines and newspapers, and professional topics presented at teachers' institutes and the meeting of the Alabama Educational Association, and upon special books which are announced by the Department from time to time. In September of each year, Bulletin No. 40 is published by the State Department of Education. This contains information regarding the special books to be used for the examinations during the succeeding twelve months. Written requests for this bulletin should be accompanied by postage.

2. Applicants for THIRD GRADE certificates are required to stand examinations upon the subjects of orthography, reading, penmanship, grammar, practical arithmetic, United States history, geography, physiology and hygiene, agriculture, and theory and practice of teaching.

3. Those who apply for SECOND GRADE certificates must take examinations in the following branches in addition to those required of applicants for third grade certificates: advanced arithmetic, history of Alabama, English grammar, and literature, geography, United States history and civics, and theory and practice of teaching.

4. Applicants for FIRST GRADE certificates must stand examinations in all the branches mentioned in the requirements for third and second grade certificates and the following additional subjects: algebra through quadratics, plane geometry, physics, elementary psychology, school laws of Alabama, and advanced English (higher grammar, literature, composition and rhetoric).

5. A minimum of 50 per cent on each branch is required by law. An average of 75 per cent on all branches is the legal requisite.

A minimum of 40 per cent in requirements on Arithmetic, English, U. S. History and Civics, Theory and Practice and Class Management and Geography for second and first grade certificates is the equivalent of 50 per cent in consideration for third grade certificates. A lower grade than 40 per cent on any of these is failure. A grade of 35 per cent on English for first grade may be given consideration for third grade certificate.

An average of from 69 to 74 per cent on requirements for a higher grade certificate will secure a certificate of the next lower grade with an average of 75 per cent. An average of 67 or 68 per cent on first grade work warrants a third grade certificate with 75 per cent.

The privileges set out in the two paragraphs immediately preceding are not open to those who substitute unexpired certificates as parts of examinations. An unexpired certificate may not, under any conditions, be substituted in lieu of parts of an examination for a new certificate of the same grade. All substituted certificates should be enclosed with the examination of which they are parts. No certificate can be substituted that is within less than three months of the date of its legal expiration.

6. Each applicant for a LIFE CERTIFICATE must furnish proof of eligibility (see "Life Certificates"), submit three testimonials from recognized educators, write a sketch of his work and experience as a teacher, and write an examination in three standard educational texts selected by the Board of Examiners.

LIFE CERTIFICATES

1. The applicant must make proof that he has held a first grade Alabama certificate for at least five years, 60 months, during which time he must have taught a minimum of 40 scholastic months, except as stated in the following paragraph.

2. Time spent as a student while one holds a first grade State certificate cannot be construed as meeting the law's demand for actual experience as a teacher, unless the person is a regularly appointed tutor, instructor, or practice teacher in a model school while thus pursuing his course as a student.

3. The record of experience as teacher and the record of holding an Alabama first grade certificate need not be continuous, but may be covered in part by each of two first grade certificates issued by the Board of Examiners since June, 1899. The teaching required may be covered in part by one or more first grade certificates issued by some county board of examiners in Alabama previous to June, 1899, provided that the teacher has held a first grade certificate from the State Board of Examiners since that date.

4. Even after one becomes eligible to apply for a life certificate he would render himself ineligible by receiving a certificate of lower grade than a first until such time as he might again receive a first grade State certificate.

5. Proof of holding a first grade State certificate may be made by enclosing the certificate with one's examination papers.

6. Proof of having the legal requirement in the matter of actual experience as a teacher may be made by statements of school officials, or by affidavit of the applicant stating length of service in each of the positions held, giving dates and places.

7. Each application for a life certificate must be accompanied by three testimonials from well-known educators certifying that the applicant has shown a "high degree of proficiency and professional attainment."

8. In addition to taking an examination in three prescribed educational texts, each applicant for a life certificate is required to write a sketch of his work and

experience as a teacher during the time he has held a first grade certificate. This sketch should contain not more than 300 nor less than 200 words.

9. An applicant's written work submitted for a life certificate will be graded strictly on these points: (1) Spelling, (2) English Grammar, (3) Composition and Paragraphing, (4) Style, (5) Knowledge of Specified Books.

CERTIFICATE BUILDING

1. A teacher holding a third grade certificate that does not expire within the first three months succeeding an examination may substitute such unexpired third grade certificate in an application for a second grade or a first grade certificate and thereby be exempt from examinations in agriculture, physiology, orthography, reading, and penmanship.

2. A teacher holding a second grade certificate that does not expire within the first three months succeeding an examination may substitute such unexpired second grade certificate in an application for a first grade certificate and thereby be exempt from examinations in agriculture, physiology, orthography, reading, penmanship, geography, arithmetic, Alabama history, United States history and civics, and theory and practice of teaching.

3. In every case where a certificate is substituted and depended upon as a part of an examination, either a higher grade certificate than that submitted shall be granted to the applicant or the old certificate shall be returned. For example, if an applicant tries to raise a third grade certificate to a second and does no work in agriculture, physiology, reading, penmanship, and orthography, he would not be entitled to receive a new third grade certificate. No certificate of any grade may be substituted in lieu of any part of an examination for a new certificate of the same grade.

4. A teacher holding a certificate that expires at or about the time of any examination may stand the entire examination for any grade of certificate, and the expiring certificate shall continue in force until such time as a final report shall be made by the Board of Examiners upon the result of such examination in that county.

EXTENSION OF CERTIFICATES

1. The State Board of Examiners is authorized by law to extend consecutively from year to year for a period of one year at a time and for a total of not more than four consecutive years, any first, second, or third grade certificate, provided the holder of such certificate shall have attended during the year next preceding the one for which extension of certificate is sought some institution of higher learning for at least six weeks, and shall have pursued a course of professional study designated and approved by the State Board of Examiners.

2. Institutions at which a six weeks course of professional study will qualify a student for extension of certificate must fulfill the requirements set forth for institutions to graduates of which are issued first grade teachers' certificates without further examination. (See Certification by Graduation, Rule 3, page 12.)

3. A maximum of twenty hours a week shall be open to teach applicant for extension, and a minimum of fifteen hours a week for six weeks shall be required, ten of which shall be professional. An hour shall be construed to mean a recitation of not less than forty-five minutes duration.

4. Any student taking a regular course for a period of three months in any class A normal school or in the teacher training department of any college or other institution recognized by the State Board of Examiners for the purposes of this act, shall also be recognized as meeting all the general requirements for the extension of certificates provided the applicant shall have made a passing grade

on each subject taken. By regular course is meant the full, prescribed course leading to graduation.

5. From the following subjects applicants may choose their professional courses of study:

(a) History of eductaion.
(b) Science or principles of education.
(c) Methods of teaching, general and special.
(d) Organization and management of schools.
(e) Psychology, general and educational.
(f) Educational sociology and philosophy of education.
(g) Practice teaching and observation.
(h) Manual and household arts.
(i) Rural sociology.
(j) Drawing.
(k) Public school music.

6. No work done in preparing for an examination for a certificate of any grade shall be regarded as meeting the requirements for extension unless it falls within the classification of Section 5 above.

7. Each applicant for extension of certificate shall present on a blank furnished by the State Board of Examiners a statement from the president or the dean of the institution of higher learning at which the applicant has studied that he has pursued the required course for the required time within the year next preceding the date of expiration of the certificate.

8. Applicants who pursue courses for the extension of certificates shall be required by the institution attended to stand examinations and to make the passing grade maintained by the institution on the courses required.

9. Each applicant for the extension of a certificate shall file his application and the required fee* with the county superintendent on or before the first day of the examination in his county. The county superintendent, or the examiner in charge, shall enclose each application separately in an envelope designed for the use of applicants, and shall submit it to the State Board of Examiners with the other papers of that examination.

10. All applications for extension of certificates must be made at the regular examination in the month of their legal expiration or at some subsequent regular examination within the next succeeding year. Every such extension shall be for a period of one year from the date of legal expiration on the face of the certificate so extended.

11. NO PERSON MAY HAVE THE PRIVILEGE OF WRITING AN EXAMINATION FOR A CERTIFICATE AND OF MAKING APPLICATION FOR THE EXTENSION OF ONE AT THE SAME TIME. FOR EXAMPLE, A TEACHER WHO HOLDS A CERTIFICATE WHICH EXPIRES IN JULY AND WHO MAKES AN UNSUCCESSFUL ATTEMPT TO WRITE THE EXAMINATION, CANNOT RECEIVE THE PRIVILEGE OF EXTENSION.

CERTIFICATION BY GRADUATION

1. Under Section 1 of the legislative act for the certification of teachers in Alabama without examination, the State Board of Examiners may issue a first grade teachers' certificate to

(a) A graduate of any of the class A normal schools of Alabama of the year 1915, or any subsequent year.

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*One dollar for a third grade, one dollar and fifty cents for a second grade, and two dollars for a first grade. Send fee by postoffice or express money order as personal checks will not be accepted by the State Treasurer.

(b) A graduate of a class A normal school of Alabama of any year prior to 1915 who shall have completed a further course of 30 semester hours, 20 of which shall be of professional study, in one of these schools or in some other institution whose course in professional branches has been approved by the State Board of Examiners. A semester hour as here used is one 60-minute recitation period each week for a scholastic period of 18 weeks.

(c) A graduate of an approved institution of higher learning (see Section 3) who shall make proper proof of having completed a minimum of 14 semester hours of professional training, which extended over a period of at least 36 scholastic weeks and which were distributed among at least three of the groups of subjects listed hereunder, two of which must have been selected from numbers (1), (2) and (3).

(1) General and educational psychology.
(2) History of education.
(3) Science and principles of education.
(4) Practice teaching and observation work.
(5) Organization and management of schools.
(6) Educational sociology, and philosophy of education.
(7) Methods of teaching, general and special.

2. Application for a certificate upon the basis stated above must be made within six years following graduation.

Those who fail to apply within the specified period may submit for validation professional certificates issued by the Departments of Education of other states which have been secured within six years of the date of graduation.

Each applicant for a teacher's certificate on the basis of graduation shall furnish on blanks prepared and provided by the State Board of Examiners satisfactory evidence of moral character, academic fitness, and professional training. These forms, signed by the president or the dean of the institution of which the applicant is a graduate, should be mailed with the legal fee* directly to the president of the Board of Examiners.

3. Institutions of higher learning whose graduates shall be entitled to the privilege of certification without examination shall require four years of standard high school work or the equivalent for admission, shall maintain a standard four-year course of collegiate work for graduation, and shall provide a department for the professional training of teachers. During the scholastic year of 1917-1918 this department may be under the direction of a person specially trained in educational branches. At the end of this period each such institution shall maintain a distinct department under the direction of a specialist in educational branches who shall give his entire time to the work of this department.

CERTIFICATION BY VALIDATION

1. The State Board of Examiners is authorized to accept for its unexpired legal period, or for a shorter period, the license or certificate which is the authority of its holder to teach in the public schools of any other state provided that the license or certificate shall have been issued originally in consideration of qualifications at least equal to those required for a certificate of the same grade in this State. Life or permanent certificates from other states may be validated in Ala-

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*The required fees are: one dollar for third grade, one dollar and fifty cents for second grade, and two dollars for first grade. THIS FEE MUST BE REMITTED BY POST OFFICE OR EXPRESS MONEY ORDER. PERSONAL CHECKS CANNOT BE ACCEPTED.

bama as first grade certificates, and the holders of such may be admitted to examinations for life certificates upon such terms as are prescribed for the holders of Alabama first grade certificates. With this exception no certificate of another state may be accepted as the equivalent of a lower grade Alabama certificate.

2. Any holder of a certificate, license, or diploma which carries authority to teach in any other state, should make application for validation of such certificate in Alabama directly to the President of the State Board of Examiners. Every such application must be accompanied by the legal fee* and by such a statement of facts as to academic and professional preparation, experience, character, and aptitude to teach as may be required by the State Board of Examiners. Blank forms for this purpose may be had upon request. The maximum period for which any such certificate or license shall be valid in Alabama shall be the time between the date of validation and that of the regular examination next preceding the date of expiration, unless the date of the examination and that of expiration shall be coincident.

SPRIGHT DOWELL,
President State Board of Examiners,
JOHN B. CLARK, Secretary,
KATE McLEMORE.

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*The required fees are: one dollar for third grade, one dollar and fifty cents for second grade, and two dollars for first grade. THIS FEE MUST BE REMITTED BY POST OFFICE OR EXPRESS MONEY ORDER. PERSONAL CHECKS CANNOT BE ACCEPTED BY THE STATE TREASURER.

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DEPARTMENT OF EDUCATION

STATE OF ALABAMA

RULES AND REGULATIONS GOVERNING THE EXAMINATION AND CERTIFICATION OF TEACHERS IN ALABAMA

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BULLETIN NO. 32

Revised June 30, 1920

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Spright Dowell, Executive Secretary

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SEP 14 1920

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DEPARTMENT OF EDUCATION

ALABAMA

CERTIFICATES REQUIRED

ALL county superintendents, city superintendents, assistant superintendents, supervisors, and principals or teachers of schools in Alabama shall hold an Alabama license granted by the authority of the State Board of Education.

METHODS OF CERTIFICATION

Teachers' certificates may be issued on the following bases:

(1) By examination on grammar school and high school subjects, with the addition of Alabama School Laws, psychology, and selected professional texts. (These examinations begin on the third Monday and continue through the following Tuesday and Wednesday of December, April, and July, at each county site.)

(2) Graduation from a standard normal school, or college.

(3) Validation of a certificate issued by the Department of Education of another state.

DESCRIPTION OF CERTIFICATES

The State Department is authorized to issue certificates as follows:

1. Without Examination
   - (a) Class A
     - Administration and Supervision
     - Secondary
     - Elementary
   - (b) Class B
     - Administration and Supervision
     - Secondary
     - Elementary
2. By Examination
   - (a) Class C
     - Life
     - First Grade
     - Second Grade
3. Special
4. Provisional

CERTIFICATION OF TEACHERS

General Provisions

1. No person under sixteen years of age will be allowed to write any examination after the close of the fiscal year ending September 30, 1920.

2. The fees for the various classes of certificates are as follows:
   - Second grade, $1.50.
   - Life grade, $3.00.
   - All others, $2.00.

3. All rules and regulations governing the different classes of certificates unless otherwise stated shall become effective for the fiscal year beginning October 1, 1920.

4. Any certificate, issued by the State Board of Education, except a provisional certificate, may be extended for a period of one year upon the satisfactory completion of the Reading Circle Course for the preceding year, or of a six weeks' course of approved study at a Class A normal school or other recognized institution of higher learning.

5. The holder of any valid certificate issued prior to September 30, 1920 may be granted any certificate herein authorized by the State Board of Education upon the submission of satisfactory proof of the necessary qualifications.

CERTIFICATION BY EXAMINATION—EXTENSION OR RENEWAL

Third Grade

(See Item 5 under Second Grade)

1. The issuance of third grade certificates will be discontinued after the close of the fiscal year ending September 30, 1920.

2. Any third grade certificate in force October 1, 1920, may be extended for a period not to exceed two years at a time upon the submission of satisfactory evidence showing that during the life of the certificate the applicant has fulfilled one of the following conditions:

(a) The satisfactory completion of the Reading Circle Course for the two years the certificate was in force.

(b) The satisfactory completion of the Reading Circle work for one year and of an approved six weeks' course of study at a Class A normal school or other recognized institution of higher learning.

(c) The satisfactory completion of two six weeks' approved courses of study or of one twelve weeks' course of study at a Class A normal school or other recognized institution of higher learning.

3. Any third grade certificate may be extended for a period not to exceed one year upon the submission of satisfactory evidence showing that during the last year of the life of the certificate the applicant has satisfactorily completed the Reading Circle Course for one year or has taken six weeks of work at a Class A normal school or other recognized institution of higher learning.

4. No third grade certificate will be extended for more than two years in succession upon the basis of Reading Circle work.

5. The third grade certificate entitles the holder to teach in the elementary school of six grades.

Second Grade

1. Examinations for second grade certificates will be continued on the present basis through the fiscal year ending September 30, 1921.

2. After October 1, 1921, each applicant for a second grade certificate shall submit a certificate from the county or city superintendent of education showing that said applicant has successfully completed at least nine grades of work.

3. A second grade certificate shall be issued for a term of four years, but its validity during the last two years of the four-year period shall be conditioned upon the fulfillment by the holder during the first two years it is in force of one of the following conditions:

(a) The satisfactory completion of the Reading Circle work for each of the two years.

(b) The satisfactory completion of the Reading Circle work for one year and of an approved course of study of at least six weeks duration at a Class A normal school or other recognized institution of higher learning.

(c) The satisfactory completion of two six weeks' approved courses of study or of one twelve weeks' course of study at a Class A normal school or other recognized institution of higher learning.

4. A second grade certificate kept valid for four years as prescribed above may be extended for a period not to exceed two years at a time as provided in (a), (b) and (c) above, but no extension for a two-year period shall be granted unless the applicant has pursued an approved course of study at a Class A normal schcol or other recognized institution of higher learning.

5. A valid third grade certificate may be converted into a regular second grade certificate upon the satisfactory completion of a year's study in a recognized institution.

6. A valid second grade certificate will be renewed, upon satisfactory completion of one year's study in a recognized institution, for a term of four years subject to the conditions set forth in paragraph 3 above.

7. The second grade certificate entitles the holder to teach in the elementary school of six grades.

First Grade

1. Examinations for first grade certificate will be continued on the present basis through the fiscal year ending September 30, 1921.

2. After October 1, 1921, each applicant for a first grade certificate shall submit satisfactory evidence of graduation from an accredited high school.

3. A first grade certificate will be issued for a term of six years but its validity during the last three years of the six-year period shall be conditioned upon the fulfillment by the holder during the first three years it is in force of one of the following conditions:

(a) The satisfactory completion of the Reading Circle Course for any two of the three years.

(b) The satisfactory completion of the Reading Circle Course for any one year and of an approved six weeks' course of study at a Class A normal school or other recognized institution of higher learning.

(c) The satisfactory completion of two six weeks' approved courses of study or of one twelve weeks' course of study at a Class A normal school or other recognized institution of higher learning.

4. A first grade certificate kept valid for six years as prescribed above may be extended for a period not to exceed three years at a time as provided in (a), (b) and (c) above, but no extension for a three-year period shall be granted unless the applicant has pursued an approved course of study at a Class A normal school or other recognized institution of higher learning.

5. The first grade certificate entitles the holder to teach in the elementary and junior high school.

Life Certificate

1. Each life certificate issued subsequent to October 1, 1920, shall contain a provisional clause requiring the holder during each five-year period following the date of issuance to fulfill one of the following conditions:

(a) The satisfactory completion of the Reading Circle work for any three years during the five-year period.

(b) The satisfactory completion of the Reading Circle work for any one year of the period and an approved six weeks' course of study at a Class A normal school or other recognized institution of higher learning during said five-year period.

(c) The satisfactory completion of two six weeks' approved courses of study or of one twelve weeks' course of study at a Class A normal school or other recognized institution of higher learning.

2. When any life certificate shall have become inoperative because of failure to comply with the above conditions, it may be renewed by the satisfactory completion of a six weeks' course of study at a Class A normal school or other recognized institution of higher learning.

3. The life grade certificate entitles the holder to teach in the elementary and junior high school.

CERTIFICATION ON THE BASIS OF PROFESSIONAL WORK

Class A Elementary

1. Each graduate of a Class A normal school may be granted a Class A Elementary certificate valid for six years, but its validity during the last three years of the six-year period shall be conditioned upon the fulfillment by the holder during the first three years it is in force of one of the following conditions:

(a) The satisfactory completion of the Reading Circle Course for any two of the three years.

(b) The satisfactory completion of the Reading Circle work for one year and of an approved six weeks' course of study at a Class A normal school or other recognized institution of higher learning.

(c) The satisfactory completion of two six weeks' approved courses of study or of one twelve weeks' course of study at a Class A normal school or other recognized institution of higher learning.

2. A Class A Elementary certificate may be renewed for three years upon the fulfillment during the last three years of its life of any one of the following conditions:

(a) The satisfactory completion of the Reading Circle Course for any two of the three years.

(b) The satisfactory completion of the Reading Circle work for one year and of an approved six weeks' course of study at a Class A normal school or other recognized institution of higher learning.

(c) The satisfactory completion of two six weeks' approved courses of study or of one twelve weeks' course of study at a Class A normal school or other recognized institution of higher learning.

3. This certificate entitles the holder to teach in the elementary and junior high school.

Class B Elementary

1. A Class B Elementary certificate valid conditionally for six years may be issued upon the fulfillment of any one of the following conditions:

(a) To the holder of a life or first grade certificate or the holder of a valid provisional certificate based on high school graduation who completes an approved course of study of one year or its equivalent at a Class A normal school or other recognized institution of higher learning.

(b) To any person who successfully completes one year of standard normal school work based upon graduation from an accredited high school, conditional upon the recommendation of the president.

2. While the Class B Elementary certificate is issued for six years its validity during the last three years of the six-year period shall be conditioned upon the fulfillment by the holder during the first three years it is in force of one of the following conditions:

(a) The satisfactory completion of the Reading Circle Course for any two of the three years.

(b) The satisfactory completion of the Reading Circle Course for any one year and of an approved six weeks' course of study at a Class A normal school or other recognized institution of higher learning.

(c) The satisfactory completion of two six weeks' approved courses of study or of one twelve weeks' course of study at a Class A normal school or other recognized institution of higher learning.

3. A Class B Elementary certificate may be renewed for three years upon the fulfillment during the last three years of its life of one of the following conditions:

(a) The satisfactory completion of the Reading Circle course for any two of the three years.

(b) The satisfactory completion of the Reading Circle Course for any one year and of an approved six weeks' course of study at a Class A normal school or other recognized institution of higher learning during the three-year period.

(c) The satisfactory completion of two approved six weeks' courses of study or of one twelve weeks' course of study at a Class A normal school or other recognized institution of higher learning.

4. The Class B Elementary certificate entitles the holder to teach in the elementary and junior high school.

PROFESSIONAL CERTIFICATES ON COLLEGE GRADUATION

Applicants for professional certificates on the basis of college graduation shall submit evidence of having completed a minimum of eighteen semester hours of professional study, three of which must have been in observation and practice teaching, which extended over a period of at least thirty-six scholastic weeks and which were distributed among at least three of the groups of subjects listed herein, two of which must have been selected from numbers (1), (2), (3), and (4).

(1) General and educational psychology;

(2) History of education;

(3) Science and principles of education;

(4) Practice teaching and observation work;

(5) Organization and management of schools;

(6) Educational sociology, and philosophy of education.

(7) Methods of teaching, general and special.

Application for a certificate upon the basis of graduation must be made within six years following date of graduation.

Institutions of higher learning whose graduates shall be entitled to the privilege of certification without examination shall require four years of standard high school work or the equivalent for admission, shall maintain a standard four-year course of collegiate work for graduation, and shall provide a department for the professional training of teachers. Such institution shall maintain a distinct department under the direction of a specialist in educational branches who shall give his entire time to the work of this department.

Class A Secondary

1. A Class A secondary certificate valid for three years may be issued to any graduate of a standard college who shall have satisfactorily pursued eighteen semester hours of professional study as prescribed by the State Board of Education, including three semester hours of observation and practice teaching.

2. A Class A secondary certificate shall be renewable for three years upon the fulfillment of any one of the following conditions:

(a) The satisfactory completion of two years of Reading Circle work.

(b) The satisfactory completion of an approved six weeks' course of study at some recognized institution of higher learning.

3. The Class A secondary certificate entitles the holder to teach in the elementary, junior high, or senior high school.

Class B Secondary

1. A Class B secondary certificate valid conditionally for six years may be issued to any graduate of an accredited high school who submits satisfactory proof of the completion of three years of standard college work approved by the State Board of Education, including twelve hours of professional study.

2. While the Class B secondary certificate is issued for six years its validity during the last three years of the six-year period shall be conditioned upon the fulfillment by the holder during the first three years it is in force of either of the following conditions:

(a) The satisfactory completion of the Reading Circle Course for any two of the three years.

(b) The satisfactory completion of the Reading Circle Course for any one year and of an approved six weeks' course of study at a Class A normal school or other recognized institution of higher learning.

(c) The satisfactory completion of two six weeks' approved courses of study or of one twelve weeks' course of study at a Class A normal school or other recognized institution of higher learning.

3. A Class B secondary certificate may be renewed for three years upon the fulfillment during the last three years of its life of any one of the following conditions:

(a) The satisfactory completion of two years of Reading Circle work.

(b) The satisfactory completion of an approved six weeks' course of study at some recognized institution of higher learning.

4. The Class B secondary certificate entitles the holder to teach in the elementary, junior high, or senior high school.

ADMINISTRATION AND SUPERVISION

A certificate in administration and supervision will be required of all county superintendents, city superintendents, principals of secondary agricultural schools, principals of county high sschools, principals of senior high schools and principals of all schools employing ten or more teachers.

Class A

1. A Class A certificate in administration and supervision valid for six years may be issued to any graduate of a standard college who in addition shall have completed one year of graduate work in education approved by the State Board of Education and who shall submit satisfactory evidence of three years of successful teaching experience, provided that until September 30, 1921 proof of six years of successful administration work may be accepted in lieu of the one year of graduate work in education.

2. A Class A certificate in administration and supervision may be renewed for three years upon the fulfillment of such conditions as may be prescribed by the State Board of Education.

Class B

1. A Class B certificate in administration and supervision valid for six years may be issued to any graduate of a standard normal school upon the completion of one year of work of college grade or its equivalent approved by the State Board of Education, who in addition submits satisfactory evidence of three years of successful teaching experience; and to any person holding a first grade or life certificate who is actually employed on September 30, 1920, in a position requiring a certificate of this type.

2. A Class B certificate in administration and supervision may be renewed for three years upon the fulfillment of such conditions as may be prescribed by the State Board of Education.

SPECIAL CERTIFICATES

1. A special certificate valid for three years entitling the holder to teach a particular branch or subject may be issued upon the submission of satisfactory evidence of high school graduation or its equivalent, and of the completion of two years of additional work or its equivalent in the special subject.

2. A special certificate valid for three years entitling the holder to supervise a particular branch or subject may be issued upon the submission of satisfactory evidence of high school graduation or its equivalent, and of the completion of such additional work in the special subject as may be approved by the State Board of Education.

3. A special certificate to conform to the requirements of the Smith-Hughes law may be granted to teachers of vocational subjects upon the submission of satisfactory evidence of the necessary qualifications and experience.

4. A special certificate for Jeanes Supervising teachers may be issued on the submission of satisfactory evidence of qualifications.

5. A special certificate may be renewed upon such conditions as may be prescribed by the State Board of Education.

PROVISIONAL CERTIFICATES

1. A provisional certificate of any grade or rank valid for a period not to exceed one year may be issued upon the application of the executive officer of the board desiring to employ such applicant when the holder of a regular certificate is not available, provided satisfactory proof of the applicant's qualifications is furnished, and provided further that no provisional certificate may be issued to any person who has not completed a standard high school course or its equivalent, or who has not graduated from a county training school.

2. A provisional certificate may be extended for one year at any time provided that the holder pursues for six weeks during the life of such certificate an approved course of study at a Class A normal school or other recognized institution of higher learning.

3. A valid provisional certificate based on high school graduation may be converted into a Class B elementary professional certificate upon the satisfactory completion of an additional year's work at a Class A normal school.

RULES FOR EXAMINERS

1. "Rules of Applicants Who Write the Examination" should be read by the examiner at each examination within the hearing of all the applicants before the work of writing the examination begins.

2. The sealed package of questions must be opened at ten o'clock on Monday morning in the presence of the applicants, who should observe the condition of the seal before the package is opened.

3. The envelopes within this package must be opened at the time indicated on each, and at no other time. The examiner and a number of applicants should observe the condition of each seal.

4. After opening an envelope containing questions on more than one subject the examiner cannot be too careful in guarding all the questions thus exposed, since evidence of unfairness in an examination reflects at least indirectly upon the person who conducts the examination.

5. The examiners should safeguard all the papers submitted by applicants until they are delivered securely enclosed to the express company. Nothing should be allowed to prevent the immediate shipment of the answer papers after the examination has been completed.

6. Question sheets may be distributed to the applicants while they are seated and under no other circumstances.

7. The examiners should answer no inquiries on the part of applicants concerning the meaning of questions submitted.

8. Each subject must be finished during the period indicated on the envelope containing the questions. Any departure from this rule is wholly illegal.

9. The time allotted to each subject may be determined by the examiner. For instance, Arithmetic and History (U. S. and Alabama) and Civics must be finished before the noon recess of Tuesday, but the examiner will determine when work on Arithmetic should cease and work on History should begin.

10. Every applicant must hand in his paper on a given subject before question sheets on a different subject can be distributed to any of the applicants.

11. The examiner shall place all papers in the envelope. The applicant must not do this under any circumstances.

12. The examiner should be very careful to see that each paper is checked on the reverse side of the identification slip as it is handed in by the applicant.

13. Applicants are not allowed to see their papers after handing them to the examiner, except for the purpose of checking at the close of the examination; nor must they handle in any way the envelope containing such papers.

14. On finishing a given subject each applicant shall remain seated until all the others finish; or he may retire from the room and not return till all have finished.

15. When an applicant desires to leave the room he must hand in his paper on the subject then under consideration. The paper thus handed in will be his examination on that subject.

16. Applicants must not be disturbed by talking. If any applicant desires to speak to the examiner, let him indicate his wish by holding up his hand, whereupon the examiner will go to him.

17. Applicants who communicate with each other, either directly or indirectly, while the work is in progress, and applicants who make use of notes, books, or helps of any kind must be sent from the room at once and must not be allowed to complete the examination. With the facilities now provided by law the examiners will be inexcusable in allowing unfairness on the part of the applicants.

18. Any suspicious action on the part of an applicant requires a prompt and full investigation by the examiner.

19. No person except the examiners and the applicants is to be allowed in the room for any reason whatever.

20. A person who is in any way connected with a training school for teachers must not act as assistant examiner if any students of such school are taking the examination; neither must any relative of the examiner or of any applicant serve as assistant conductor of any examination.

21. After completing the examination the examiner will make a list of all the applicants, placing opposite each name the color, sex, grade applied for, and post office of the applicant, and will mail the list to the Board of Education. The package containing the examination papers will not be opened by the Department of Education until they receive the list together with the financial sheet showing the amount paid into the treasury for fees received, less expenses for transmission of money and papers, and any other supplementary reports called for by the Department of Education on blanks or otherwise.

22. The duck bags used in carrying the questions to the examiners should be returned each time for future use.

23. The examiners should be prompt in acknowledging receipt of the questions for each examination. Postal cards already printed are sent them for that purpose.

RULES FOR APPLICANTS WHO WRITE THE EXAMINATION

1. Applicants must provide themselves with legal cap paper, pens, and ink.

2. Each applicant is required to take the examination in the county in which

he is living, teaching, or attending school, or to present to the examiner in charge a permit from the State Department of Education. To obtain this permit the applicant must submit in writing to the State Department of Education AT LEAST TEN DAYS before the date of examination his reasons for desiring the change, together with the approval of the superintendent of the county in which he is living, teaching, or attending school. A form for making application for a permit may be obtained from the county superintendent.

3. As the examiner is directed to refuse admittance to any applicant whose identity is not clearly established, it is necessary for one who writes the examination where he is unknown to the examiner to arrange for his proper identification before going to the examination room. County superintendents are requested to call attention to this rule in the published notices about the time and place of the examination.

4. After seats have been assigned, applicants must not change places at any time during the examination.

5. Each question sheet contains a note of instruction to applicants. They should know that the examiner in commenting as to the meaning of a question would be violating the law, and therefore should make their own interpretations.

6. No questions should be copied. Each answer should be numbered to correspond with the question.

7. The subject, the name of the applicant, and the number should be written on each answer sheet and on the back of the folded paper when finished.

8. Penmanship will be graded from the paper submitted on the subject of Reading. However, the penmanship in all papers submitted must be easily legible.

9. In grading any paper deductions will be made for noticeable deficiencies in penmanship, spelling, grammar, or composition.

10. Rules 10 to 19 inclusive under the heading, "Rules for Examiners," apply to applicants, and should be carefully read.

RESOLUTIONS ADOPTED UNANMIOUSLY AT THE MEETING OF THE COUNTY BOARDS OF EDUCATION AT MONTGOMERY, DECEMBER 5, 1916

Whereas applicants for teachers' certificates are rejected at each State examination because of similarity of answers and other evidences of cheating, and

Whereas such a practice is wholly repugnant to the profession of teaching; therefore,

Be it resolved by the County Boards of Education of Alabama in conference assembled:

1. That we express our hearty disapproval of any semblance of unfairness on the part of any individual at any examination.

2. That we look with disfavor upon the employment of any person that may have been rejected by the State Department of Education because of evidence of unfairness.

3. That we request the State Department of Education to send to the county board of education, following each regular examination, a list of the names and addresses of all teachers throughout the State rejected because of evidence of unfairness.

4. That we urge upon those charged with the responsibility of conducting examinations in the several counties the wisdom of using due diligence in the detection and prevention of any semblance of unfairness.

INSTITUTE ATTENDANCE REQUIREMENTS

Failure to comply with the institute attendance law does not cancel one's certificate but renders its holder ineligible to contract except under certain con-

ditions set forth in the institute law. Specific information on this matter can be had from the State or county superintendent.

TEXTBOOKS AND SUBJECTS

1. Any standard textbook will cover the requirements upon which the fact questions will be based. Applicants for any grade of certificate may expect questions upon current topics discussed in magazines and newspapers and professional topics presented at teachers' institutes and the meeting of the Alabama Educational Association, and upon special books which are announced by the Department from time to time. In September of each year Bulletin No. 40 is published by the State Department of Education. This contains information regarding the special books to be used for the examinations during the succeeding twelve months. Written requests for this bulletin should be accompanied by postage.

SECOND GRADE CERTIFICATES

2. The second grade certificate is the lowest grade for which an applicant may write the examination. Applicants for SECOND GRADE certificates are required to stand examinations upon the subjects of orthography, reading, penmanship, grammar and literature, advanced arithmetic, United States and Alabama history and civics, geography, physiology and hygiene, agriculture, theory and practice, and the elementary school manual.

FIRST GRADE CERTIFICATES

3. Applicants for FIRST GRADE certificates must stand examinations in all the branches mentioned in the requirements for second grade certificates and the following additional subjects: algebra through quadratics, plane geometry, physics, elementary psychology, school laws of Alabama, advanced English (higher grammar, literature, composition and rhetoric), elementary school manual and theory and practice.

4. A minimum of 50 per cent on each branch is required by law. An average of 75 per cent on all branches is the legal requisite for any grade of certificate.

A minimum of 40 per cent in requirements on Arithmetic, English, U. S. History and Civics, Theory and Practice and Class Management and Geography for first grade certificates is the equivalent of 50 per cent in consideration for second grade certificates. A lower grade than 40 per cent on any of these is failure. An average of from 69 to 74 per cent on requirements for a first grade certificate will secure a second grade certificate with an average of 75 per cent.

The privileges set out in the two paragraphs immediately preceding are not open to those who substitute unexpired certificates as parts of examinations. An unexpired certificate may not, under any conditions, be substituted in lieu of parts of an examination for a new certificate of the same grade. All substituted certificates should be enclosed with the examination of which they are parts. No certificates can be substituted that is within less than three months of the date of its legal expiration.

5. Each applicant for a LIFE CERTIFICATE must furnish proof of eligibility (see "Life Certificates"), submit three testimonials from recognized educators, write a sketch of his work and experience as a teacher, and write an examination in at least three specified educational texts selected by the Department of Education.

LIFE CERTIFICATES

1. The applicant must make proof that he has held either a life, first grade, Class A Elementary, Class A Secondary, or Class A Administration and Super-

vision Alabama certificate for at least five years, 60 months, during which time he must have taught a minimum of 40 scholastic months, except as stated in the following paragraph. Time taught in another state while the applicant holds a valid Alabama first grade certificate may be counted as time taught in Alabama.

2. Time spent as a student while one holds a first grade state certificate cannot be construed as meeting the law's demand for actual experience as a teacher, unless the person is a regularly appointed tutor, instructor, or practice teacher in a model school while thus pursuing his course as a student. A maximum credit of nine months may be given for practice teaching in a normal school provided the applicant already holds a first grade certificate, or its equivalent.

3. The record of experience as teacher and the record of holding one of the above-named certificates need not be continuous.

4. Even after one becomes eligible to apply for a life certificate he may render himself ineligible by receiving a certificate of lower grade than the certificates mentioned in section (2) until such time as he may again receive one of these certificates.

5. Proof of eligibility to apply for a state certificate may be made by enclosing the certificate with one's examination papers.

6. Proof of having met the legal requirements in the matter of actual experience as a teacher may be made by statements of school officials or by affidavit of the applicant stating length of service in each of the positions held, giving dates and places.

7. Each application for a life certificate must be accompanied by three testimonials from well-known educators certifying that the applicant has shown a "high degree of proficiency and professional attainment."

8. In addition to taking an examination in the prescribed educational texts, each applicant for a life certificate is required to write a sketch of his work and experience as a teacher during the time he has held a first grade certificate. This sketch should contain not more than 300 nor fewer than 200 words.

9. An applicant's written work submitted for a life certificate will be graded strictly on these points: (1) Spelling, (2) English Grammar, (3) Composition and Paragraphing, (4) Style, (5) Knowledge of Specified Books.

CERTIFICATION BY VALIDATION

1. The State Department of Education is authorized to accept for its unexpired legal period, or for a shorter period, the license or certificate which is the authority of its holder to teach in the public schools of any other state provided that the license or certificate shall have been issued originally in consideration of qualifications at least equal to those required for a certificate of the same grade in this state. Life or permanent certificates from other states may be validated in Alabama as first grade certicates, and the holders of such may be admitted to examinations for life certificates upon such terms as are prescribed for the holders of Alabama first grade certificates. With this exception no certificate of another state may be accepted as the equivalent of a lower grade Alabama certificate.

2. Any holder of a certificate, license, or diploma which carries authority to teach in any other state, should make application for validation of such certification in Alabama directly to the State Department of Education. Every such application must be accompanied by the legal fee and by such a statement of facts as to academic and professional preparation, experience, character, and aptitude to teach as may be required by the State Board of Education. Blank forms for this purpose may be had upon request. The maximum period for which any such certificate or license may be valid in Alabama shall be the time between the date of validation and that of the regular examination next preceding the date of expiration, unless the date of the examination and that of expiration shall be coincident.

REQUIREMENTS FOR EXTENSION ON THE BASIS OF PROFESSIONAL STUDY IN A RECOGNIZED INSTITUTION

A minimum of twenty recitations a week and a maximum of twenty-five recitations a week, at least ten of which must be professional are required for the extension of any certificate on the basis of professional study. Of this number, five recitations a week shall be in physical or health education. The professional subjects for which credit toward extension may be granted are:

(a) History of education;
(b) Science or principles of education;
(c) Methods of teaching, general and special;
(d) Organization and management of schools;
(e) Psychology, general and educational;
(f) Educational sociology and philosophy of education;
(g) Practice teaching and observation;
(h) Manual and household arts.
(i) Rural sociology;
(j) Art;
(k) Public school music.

SPRIGHT DOWELL,
Superintendent of Education.
R. E. TIDWELL,
Director of Teacher Training
JOHN B. CLARK,
Certification Secretary

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